



CITYWIDE BUSINESS IMPROVEMENT DISTRICT (BID) PROGRAM *Service Operations Summary*

The role of the Office of the City Clerk, as the central coordinator for the Citywide Business Improvement District Program in the City of Los Angeles, and as directed and authorized by the Los Angeles City Council, can be defined in terms of five primary components:

1. The Office provides direct district development assistance. Preliminary work is performed, as requested by the respective Councilmember through an adopted City Council motion, with proponents of the proposed district and with related Chamber of Commerce or community members and organizations. Background activities focus on developing a program which is satisfactory to a majority of the interested parties and which contains all elements required for successful district establishment. Staff may assist with the collection of background data and coordinate activities with any consultant retained to develop the district program; staff may also serve as intermediary to solve problems or achieve consensus regarding program elements, budget development and preliminary advisory board approval. A variety of explanatory printed and audiovisual materials are available to assist, educate and support the efforts of business communities desiring to establish a business improvement district.
2. The Office provides comprehensive legislative assistance. The proposed program is guided through the City Council Committee and full Council review and approval process. Staff may draft appropriate motions, resolutions, ordinances and contracts or other documentation appropriate to the legislative process. The Department arranges for legal documents to be reviewed and approved by the City Attorney. Notices of public hearings are prepared and delivered to the appropriate parties. Staff will verify and validate the legitimacy of petitions or protests received; staff will calculate anticipated revenue to be received under the selected funding mechanism, as well as anticipated City costs to administer the established program. Staff prepares all reports, with related recommendations to the City Council, for the establishment or renewal of the district.
3. The Office provides full billing and disbursement assistance. Several billing procedures, including the direct and indirect (pass-through) methods, may be employed by the Department to effect the prompt collection of district revenue; staff may also arrange to enlist the services of the City Attorney in order to effect the collection of delinquent receivables. A special contractual arrangement with Los Angeles County provides for the direct placement of business improvement district assessments on the property tax roll. Other services include: designing and mailing billing notices; processing payments, billing supplements and adjustments; revenue accounting; income report preparation; and, the approval and actual disbursement of funds to the appropriate district representatives or recipients to support district programs and activities.
4. The Office provides extensive public relations assistance. Staff may serve as liaison between district members and the district advisory board and other City departments and officials. An emphasis is placed on achieving and maintaining productive relationships between the public and private sectors. A public area offering walk-in, telephone and facsimile service has been designed to provide efficient responses to inquiries; staff answers questions related to business improvement district programs and offers assistance regarding payments or adjustments. Staff may also assist district employees in the implementation of activities or programs which require the coordination and cooperation of other City departments and resources.
5. The Office provides continuous contract compliance assistance. Staff monitors the use of revenue in order to ensure that assessments paid by district members are used appropriately and in accordance with contractual, budgetary, statutory and City regulations and procedures. Assistance is provided to facilitate each district's achievement of goals and objectives. Quarterly district operating statements and activity reports are reviewed; staff may make recommendations to the district advisory board or its Executive Director regarding the adjustment of various program elements. Staff may prepare and present the required progress reports and other materials or documents to the City Council for use during the evaluation of district operations.

For additional information, please call (213) 237-0996. Fax: (213) 237-0674.



CITYWIDE BUSINESS IMPROVEMENT DISTRICT PROGRAM - DISTRICT ROSTER

<i>Name of Area</i>	<i>Council File</i>	<i>Council District(s)</i>
<u>ESTABLISHED DISTRICTS</u>		
1. Century Corridor	96-1522	6
2. Downtown Center	96-0935	9,14
3. Downtown Industrial District (xref 95-0455)	96-1281	9,14
4. Fashion District (xref 94-0866)	97-1277	9,14
5. Figueroa Corridor	96-0827	8,9
6. Historic Core (xref 96-1281S1)	96-0829	14
7. Hollywood Entertainment District I	96-0575	13
8. Larchmont Village	96-1477	4
9. Lincoln Heights	95-0990	1
10. Los Feliz Village	96-0023	4
11. San Pedro Old Town	92-1110	15
12. Tarzana	96-0490	11
13. Toytown	97-1640	9
14. Westwood Village	94-1479	5
15. Wilshire Center	94-1949	10
<u>PROPOSED DISTRICTS</u>		
1. Brentwood	96-0941	11
2. Canoga Park	96-1439	3
3. Chatsworth	96-1007	12
4. Crenshaw	96-1964	10
5. Eagle Rock	96-0895	14
6. El Sereno	96-0894	14
7. Encino	96-0491	11
8. Fairfax / Melrose	96-0685	5
9. Fairfax / Pico	97-1211	5,10
10. Granada Hills	96-1008	12
11. Highland Park	96-0088	1
12. Hollywood Entertainment District II	96-0575 S1	13
13. Hollywood Media District	97-1253	4,13
14. Jefferson Corridor	96-0889	10
15. Leimert Park Village	96-1057	8
16. Little Tokyo	96-0844	9
17. Northridge	96-1006	12
18. Pico Corridor	96-1963	10
19. Reseda	96-0580	3
20. Sherman Oaks	96-0611	5
21. Slauson / Central	93-1462	9
22. South Robertson	97-1462	5,10
23. Studio City	96-0610	2,5
24. Third Street	97-1024	5
25. Van Nuys Auto Row	97-1926	11
26. Vermont	96-1683	9
27. Washington Boulevard	97-1463	10
28. Wilmington	96-0897	15
29. Woodland Hills	96-0492	11

"Established Districts" refers to areas which have completed the legislative process and are commencing or continuing operations.

"Proposed Districts" refers to areas under consideration relative to feasibility and includes areas which have begun the formation process.

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